

Joe Lombardo
Governor



Richard Whitley,
MS
Director



Cody Phinney,
MPH
Administrator

Ihsan Azzam,
Ph.D., M.D.
Chief Medical
Officer

MEMORANDUM

Memorandum: #23-01

DATE: October 20, 2023

TO: Nevada WIC Program Local Agencies

FROM: Nevada WIC Program State Office

RE: Direct Ship Special Formula and Breastfeeding Supply Packing Slips

UPDATED PACKING SLIP PROCEDURE

This memorandum is to provide interim guidance regarding special formula and breastfeeding supply packing slips. As a reminder, signed and dated special formula and breastfeeding supply packing slips must be sent to the Nevada State WIC Office via WICgeneral@health.nv.gov or WICBF@health.nv.gov within 2 business days of special formula or breastfeeding supply order receipt. For all special formula orders received without a packing slip, staff must complete the Alternate Packing Slip form (attached) and submit within 2 business days of special formula order receipt. For all breastfeeding orders received without a packing slip, staff must email WICBF@health.nv.gov for a packing slip and submit within 2 business days of order receipt.

Based on feedback from the State Fiscal Department, special formula packing slips and breastfeeding supply packing slips are not consistently being sent back to the Nevada WIC State Office in a timely manner and the program is being charged late fees.

Effective November 1, 2023, late fees charged to the program due to a local agency not submitting a packing slip within 2 business days of receipt, will be deducted from the local agency's operating budget.

NEXT STEP

Please train all staff on this procedure. WIC staff shall sign the Receipt of Memorandum Log (attached) upon receipt of this Memorandum to communicate understanding of and to agree to comply with the guidance in this Memorandum. Please have the Receipt of Memorandum Log returned to the State Office by November 15, 2023. If any staff signatures are missing from the Receipt of Memorandum Log, justification must be provided to the State Office in the submission email.

For questions regarding this memorandum, please contact Adrienne De Lucchi at adelucchi@health.nv.gov or Caitlin Taitt at c.taitt@health.nv.gov. Thank you for your prompt attention to this matter.

A handwritten signature in blue ink that reads "Blanca Ayala".

Blanca Ayala
WIC Program Manager